



MEMORANDUM
LICENSING REQUIREMENTS
KEEP THIS MEMO FOR YOUR REFERENCE

THE FOLLOWING INFORMATION MUST BE SUBMITTED TO MONROE COUNTY CONTRACTORS' LICENSING AFTER YOUR APPLICATION HAS BEEN ACCEPTED FOR PROCESSING AND BEFORE WE CAN ISSUE YOUR CERTIFICATE OF COMPETENCY.

1. SUBMIT CORRESPONDING DOCUMENTATION SUPPORTING STRUCTURE OF THE BUSINESS ENTITY. EXAMPLES:
 - ❑ **CORPORATION** – THE ARTICLES OF INCORPORATION LISTING THE OFFICERS.
 - ❑ **PARTNERSHIP** – THE PARTNERSHIP AGREEMENT.
 - ❑ **FICTITIOUS NAME** – THE FICTITIOUS NAME CERTIFICATE OF STATUS. FLORIDA STATUTE REQUIRES ANYONE DOING BUSINESS AS A CORPORATION OR FICTITIOUS NAME MUST REGISTER WITH THE STATE DEPARTMENT OF CORPORATIONS. YOU WILL HAVE TO CONSULT YOUR ATTORNEY TO FORM A CORPORATION. IF YOU CHOOSE TO USE A DBA (FICTITIOUS NAME) WE HAVE THE REGISTRATION PACKET AT OUR OFFICE.
2. A CHECK FOR YOUR CERTIFICATE OF COMPETENCY MADE PAYABLE TO:
MONROE COUNTY BUILDING DEPARTMENT
(SEE ATTACHED FEE SCHEDULE)
CERTIFICATION OF INSURANCE (BODILY INJURY, PROPERTY DAMAGE & WORKERS' COMPENSATION). MONROE COUNTY MUST BE THE CERTIFICATE HOLDER. *SEE NOTE BELOW
3. COPY OF OCCUPATIONAL LICENSE FROM THE MONROE COUNTY TAX COLLECTOR'S OFFICE. PLEASE DO NOT SEND YOUR ORIGINAL, IT WILL NOT BE RETURNED. (IT IS OUR UNDERSTANDING YOU MUST HAVE A LOCAL BUSINESS ADDRESS TO SECURE A COUNTY OCCUPATIONAL LICENSE IF YOU HOLD A MONROE COUNTY CERTIFICATE OF COMPETENCY).

THE FIRST **THREE** ITEMS ARE NECESSARY BEFORE YOUR MONROE COUNTY CERTIFICATE OF COMPETENCY IS ISSUED TO YOU. ALL THREE ITEMS MUST BE SUBMITTED AT THE **SAME TIME**. **SEE NOTE BELOW

WHEN YOU RECEIVE YOUR CERTIFICATE OF COMPETENCY, YOU MUST THEN SECURE YOUR OCCUPATIONAL LICENSE FROM THE TAX COLLECTOR. YOU MUST REGISTER WITH THE STATE IF APPLICABLE, COPIES OF YOUR COUNTY CERTIFICATE AND OCCUPATIONAL LICENSE AND YOUR FICTITIOUS NAME, OR CORPORATION PAPERS MUST BE FILED ALONG WITH A COMPLETED STATE REGISTRATION FORM. YOU MUST SUPPLY THIS OFFICE WITH COPIES OF WHAT YOU SEND TO THE STATE, INCLUDING A COMPLETE COPY OF THE STATE REGISTRATION, IN ORDER TO BRING YOUR FILE UP TO DATE.

WHEN YOU RENEW INSURANCE, OCCUPATIONAL LICENSE, STATE REGISTRATION, ETC. COPIES MUST BE SENT TO THIS OFFICE TO KEEP YOUR FILE CURRENT. WHEN YOU RECEIVE YOUR STATE REGISTRATION, PLEASE SIGN YOUR LICENSE AND SEND A FULL COPY TO THIS OFFICE BEFORE YOU SEPARATE YOUR WALLET CARD FROM LICENSE.

IF YOU HAVE ANY QUESTIONS, PLEASE CALL THIS OFFICE:
(305) 289-2583 OR (305) 289-2589

ATTENTION: GWEN LEESE OR MARY TUCKER
MONROE COUNTY GOVERNMENT CENTER
CONTRACTORS' LICENSING, SUITE 300
2798 OVERSEAS HIGHWAY
MARATHON, FL 33050-2227

*CERTIFICATE OF INSURANCE MUST LIST THIS OFFICE AS CERTIFICATE HOLDER AS FOLLOWS:

MONROE COUNTY BUILDING DEPT.
2798 OVERSEAS HWY.
MARATHON, FL 33050-2227

**ALL DOCUMENTS MUST BE ISSUED IN THE SAME ENTITY NAME.